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University of Central Florida Staff Council

6-16-2016

## Minutes 2016-06-16

Staff Council

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***Staff Council Meeting Minutes***  
***Thursday, June 16, 2016***  
***Purchasing Department Conference Room***

Present: Ashley Longoria (HR), Barbara Brown, Bonnie Belot, Jenna Capp, Cissy Glowth, Jeff Golub, Jamie LaMoreaux, Rhodney Browdy, Chris Tangel, Elizabeth Livingston, Paula McClure, Trisha Trovillion, Kristell Padel, Bettina Baca, Maribel Amaro-Garcia, and Kay West

Guests: John Guildford, Marguerite Lachaud, and Betty Calton

***Absent: Debbie Pope, Danielle Frazier, Pauline Strauss, Maria Molina, Joanne McCully, Julie Voyles, and Britnee Youman***

**Note:** *Staff Council meets every third Thursday of the month. Committees meet separately and may pick their own meeting schedule day and times amongst their committee. Anyone is welcome to attend Staff Council meetings, however, only Staff Council members have voting rights. In the event that you are not able to attend a meeting, notify the Secretary immediately. The charter states if you miss four meetings (excused or unexcused) you will be subject to dismissal, at the discretion of the President and Secretary.*

Meeting called to order at 0930hrs by Vice President Cissy Glowth. Cissy also introduced three (3) new members Betty Calton (Student Health Center); John Guildford (Computer Services, Senior Purchasing Agent) and Marguerite Lachaud (Finance and Accounting)

***1. Welcome/Updates***

Cissy welcomed all staff council

***2. Approval of Minutes***

- April Murdoch moved to accept the minutes for May and Bettina Baca seconded the motion. Minutes were approved For May 19<sup>th</sup> meeting.

***3. Roll Call Attendance:*** Sign in sheet in lieu of roll call.

***4. Human Resource Updates – Ashley Longoria – Coordinator for Human Resources (HR)***

- The Annual Employee Awards Program will be held on Friday, September 2<sup>nd</sup> (changed from August 29<sup>th</sup>) in the Student Union Pegasus Ballroom from 3:00pm-5:00pm. Invitations will be sent to all awardees and nominees in July, however all employees are encouraged to attend. For more details, please visit the Human Resources Website at <https://hr.ucf.edu/annual-awards-program/>.
- The Annual Benefits Fair is scheduled for October 28<sup>th</sup>, and more information will be communicated from the HR Benefits Section within the next few months.
- UCF 403(b) Plan Changes: Effective April 1<sup>st</sup> 2017, the University will be reducing the number of active providers under the UCF 403(b) plan from nine to three for ongoing contributions. As of April 1<sup>st</sup> 2017, elective 403(b) accounts with providers other than Fidelity, TIAA, or VALIC, will no longer be capable of accepting contributions. Those account balances will not automatically transfer. However, participants will have the option of transferring funds to an active provider, or leaving them in the current location. If no action is taken to open an account with one of the three selected providers, future contributions will be directed to an account with TIAA, utilizing a mapping strategy that is currently being formulated. Additional information (including a Transition Guide) will be

disseminated to all UCF employees within the next nine months. For further information, please visit <https://hr.ucf.edu/ucf-403b-plan-changes/>.

- UCF Tuition Waiver Program: An updated regulation will be presented at the July 28<sup>th</sup> Board of Trustees meeting to expand the tuition waiver program by the 2016 fall semester. Some of the proposed changes will be to allow employees to assign some or all of their unused portion of their six credit hours to family members (defined as spouses and dependent children under the age of 26) as well as the ability to register two hours ahead of all other state employees.
- Comp & Class Project/FLSA Updates will be announced by the HR Compensation Section to the HR Liaisons within the coming months.
- As a reminder, USPS employees have through June 30<sup>th</sup> to use their Personal Holiday or they will lose it. They should review their LAPERS for balance information, and request permission from their supervisors to use the hours if they have not already taken them.

## 5. *Committee Updates*

- ❖ Marketing
  - Marketing is working on a newsletter involving two (2) colors. A vote was taken to pay for the newsletter (\$300.00) from the HR funding. The motion was made by Bettina and Paula seconded the motion. The motion passed unanimously.
- ❖ Special Events/Diversity Committee
  - Committee reported \$1,143.00 of profit from the Staff Assembly and cookbook sales.
- ❖ Scholarship Committee
  - Staff Council Website will soon have separate links to each available scholarship.
  - Scholarships applications will be taken from mid-July through Sept 10<sup>th</sup>.
- ❖ Fundraising Committee.
  - Paula McClure and Kristell Padel will co-chair the Fundraising Committee.
  - There are 29 cookbooks left for sale at \$10.00 each. Any future money collected from the cookbook will be profit.
- ❖ Goodwill
  - Birthday cards for June were distributed.
  - For significant events please contact the following:
    - a) Get Well Cards – Bettina Baca
    - b) Congratulations – Paula McClure
    - c) Thank You Cards- Kay West
    - d) Sympathy Cards – Barbara Brown
    - e) Thinking of You – Patricia Trovillion
- ❖ Research Committee
  - No report.

## *New Business*

- No new business

## 6. *Adjournment*

Meeting was adjourned at 10:00am

***Next meeting July 21, 2016 at the Library Room 223***

*Don't forget to bring food items for Knights Pantry and miscellaneous all occasion cards for the Goodwill Committee*